



14 October 2025

**FINAL NOTICE**

**RE: OUTSTANDING MATERIALS AND SERVICES CHARGES**

Dear Parent/Caregiver

I write in relation to your child's 2025 Materials and Services Charges which were required to be paid by 11 April 2025. To date our records show that this charge remains outstanding.

The Governing Council therefore wish to advise that if payment or arrangements to pay are not made within the next 30 days that the Council intends to commence further debt recovery action. All debt recovery action will be in accordance with Section 129 of the Education and Children's Services Act 2019 which allows Governing Councils to legally recover outstanding Materials and Services Charges.

If you believe that you may be entitled to School Card assistance, a completed application form must be lodged with the school within 30 days to cease any further action.

If you have any questions in relation to the above matter please contact the Finance Manager on 8721 0200 as soon as possible.

Yours sincerely

A handwritten signature in black ink that reads "Kym Grant".

Kym Grant  
Principal